

SUPERVISING FIRE PREVENTION INSPECTOR

Class Definition

Under direction, supervises and coordinates the work of subordinate staff in all aspects of fire prevention and inspection.

Distinguishing Characteristics

Supervising Fire Prevention Inspector is the first-line supervisory class in the Fire Prevention Inspector series that serves in the Fire Prevention and Investigation Division of the Fire Department. It is a sworn, non-safety class in which the incumbent supervises technical staff, coordinates field operations, and assists in the planning, development, and implementation of operational policies and procedures. Reporting to the Fire Marshal, the incumbent exercises considerable independent judgment in making field and operational decisions. This class differs from Senior Fire Prevention Inspector in that incumbents of the latter do not have supervisory responsibilities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Supervises staff in the technical evaluation of fire protection systems and equipment; evaluates the adequacy and maintenance of exits, and fire access. Provides consulting services by outlining alternative methods of compliance with pertinent policies, codes, ordinances, and laws.

Consults with City Attorney's staff, property owners, contractors, architects, and engineers regarding compliance with State laws, City building and fire codes, and applicable laws and regulations.

Investigates difficult field problems, interprets applicable fire codes and ordinances; and acts as a mediator/facilitator for construction compliance issues.

Supervises and participates in analyzing the condition of buildings and prepares reports on the status and condition of existing buildings with regard to safety.

May represent the city as an expert witness before boards, courts, and commissions in matters involving code enforcement.

Supervises the provision of, and provides technical information to fire companies regarding fire prevention, inspections, and code enforcement.

Supervises and participates in the preparation of correction notices, citations, and letters pertaining to initial inspections; prepares documentation in support of citations or warrants for arrest of violators; testifies in

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court on criminal and civil matters filed by the Fire Prevention Bureau on offenses against fire laws, ordinances, and regulations.

Supervises and participates in the review and applicability of regulations and procedures governing fire prevention; and prepares amendments to codes for local adoption.

Supervises and participates in the preparation, review and maintenance of reports, and standard forms and letters.

Supervises and participates in the identification of fire hazards; demonstrates fire hazard control techniques and instructs the general public in fire prevention methods.

Coordinates the provision of applicable resources needed for the successful implementation of fire protection practices, even those originating from other city departments or outside agencies.

Prepares performance evaluation reports, and plans, supervises and evaluates the training of subordinates.

Performs other duties as required.

Knowledge, Abilities, and Skills

Knowledge of fire protection systems used in residential, commercial, industrial and institutional facilities.

Knowledge of the Uniform Fire Code, Uniform Fire Code Standards, Uniform Building Code, State law and nationally recognized standards.

Knowledge of fire inspection methods and techniques.

Knowledge of report writing and record keeping methods and techniques.

Knowledge of the geography, water supply system, and water distribution system of the City of Fresno.

Knowledge of computer processes, procedures, and applications.

Ability to plan, train, and supervise the work of others.

Ability to read and interpret plans, specifications, blueprints, maps, and related documents.

Ability to work effectively with fellow employees, building owners and tenants, contractors, public groups, and representatives of other agencies.

Ability to develop and implement operational procedures and to assist the public in complying with procedures and regulations.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Ability to interpret complex governmental regulations, form accurate conclusions and implement appropriate courses of action.

Ability to make clear oral presentations.

Minimum Qualifications

Either four years of experience as a Senior Fire Prevention Inspector with the City of Fresno; or, graduation from an accredited college or university with a Bachelor's Degree in architecture, engineering, or closely related field, and two years of experience involving the design and installation of fire protection systems. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California driver's license at time of appointment

APPROVED: _____

DATE: _____